

Job Code

Approved/Adopted Date

2300

07/06/07

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

---

**TITLE:** **POLICE SERGEANT**

**DEFINITION**

Under general supervision, to have responsible charge of police field or office operations on an assigned shift, to supervise and personally perform investigation, patrol, traffic, and administrative duties; and to do related work as required.

**REPORTS TO:** Police Lieutenant

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Police Lieutenant. Provides general supervision to detectives and sworn and non-sworn personnel within their assigned area.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- As a patrol or traffic sergeant, to supervise law enforcement activities during an assigned shift.
- Maintain discipline and insure that Department rules and policies are followed.
- Assist officers in follow-up investigations and may personally participate in investigation including the routine gathering evidence, questioning of witnesses, and apprehension of suspects.
- Participate in all normal shift activities including enforcing local and State laws, issuing citations, making arrests, administering first aid, and transporting prisoners.
- Assist officers in preparing reports in cases for trial and may personally appear in court to present evidence and testimony.
- Confer with prosecutors and maintain contact with other law enforcement agencies.
- Review reports submitted by officers.
- Conduct in-service training.
- Prepare reports of shift activity.
- As an investigative sergeant, supervise and personally conduct complete and detailed investigations of crimes involving juveniles and adults.

- Review all investigation reports and make recommendations and suggestions to officers.
- Coordinate investigations involving several officers, including narcotics investigations.
- Interview victims, complainants, and witnesses and suspects. Prepare investigation reports.
- Testify and present evidence in court.
- Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes in the apprehension of offenders.
- Assume administrative responsibilities involving the Department's training, vice and narcotics, personnel, communications, and community relations functions, conduct special studies of departmental functions.
- Supervise maintenance of Department files and reports.
- Respond to citizen complaints and requests for information.
- Analyze and synthesize a variety of data concerning Departmental activities and prepare reports and statistics.
- Assist in budget preparation and administration.
- Supervise, train, and evaluate assigned staff.
- Serve as Acting Police Lieutenant as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques and equipment, and police records and reports.
- Departmental rules and regulations.
- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation and presentation of evidence in traffic and criminal cases.
- Principles and practices of supervision and training.

### **Ability to:**

- Supervise, schedule, and train subordinates.
- Gather, assemble, analyze, evaluate, and use facts and evidence. Analyze situations and adopt effective courses of action. Interpret and apply laws and regulations.
- Communicate clearly and concisely, orally and in writing. Use and care for firearms.
- Demonstrate keen powers of observation and memory.
- Work overtime as required.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High school diploma or equivalent, supplemented by 20 semester units of specialized courses in police science and supervision.

Experience: Five years experience in law enforcement with a public agency as a sworn peace officer, and completion of the current Police Officer probationary period with the Riverside Police Department. Probationary Police Detectives who meet all other requirements listed herein are eligible for the position. Applicants must have received an overall rating of "MEETS STANDARD" or higher on the two most recent performance evaluation reports.

**MEDICAL CATEGORY:** Group 3

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Police Sergeant

**TO:** Police Lieutenant